

## Functional Skills



openawards

### ICT

Entry Level 2

Fun Run

Externally Set Synoptic Sample Assessment

Time allowed: 2 hours

*Please fill in the details. Press the TAB key or click to move to the next field.*

Candidate Name											
DOB											
Unique Learner Number (ULN)											
Centre Name											
Today's Date											

### Please read the following carefully before you begin this Assessment

- All of the details in the box above **MUST** be completed.
- Check that your paper is the correct level and the correct subject.
- All papers **MUST** be handed in at the end of the assessment.
- You **MUST NOT** take assessment papers outside the assessment room.
- You should try to answer all questions on this assessment paper.
- Allow time to check your work before the end of the assessment.

### Paper Information

- There are **2** parts to this assessment.
- Total marks available: **24**.
- You have **two hours** to finish the assessment.

# Sample

You work with a group of volunteers for **HelpLOCAL**, a charity.

The charity is organising a Fun Run to raise money. You have offered to help.

<b>Part A</b>	<b>Mark</b>
Q1. Make sure that you are sitting comfortably and safely at the computer.	2
Q2. Log on to the computer.	3
Q3. Open your email account.	2
Q4. Open the new email message.	3
Q5. Read the message. Explain to the tutor what you have been asked to do.	3
Q6. Reply to the email message <u>saying you are happy to make the changes.</u>	3

**Your tutor will print a copy of the sent email**

**End of Part A**

<b>Part B</b>		<b>Mark</b>
Q7.	Search for and open the file <b>Tickets</b> .	3
Q8.	Follow the instructions in the email message.	3
Q9.	You notice that the name <b>Peter Gill</b> is bold. Remove the bold effect.	2

**Your tutor will print the completed file**

**End of Part B**

**End of Sample Assessment**



**Ticket Seller**

Jimmy Pearson

Shashi Desai

Brygida Grabowski

Shillipa Patel

**Peter Gill**

**Date Collect**

23-Aug

24-Aug

23-Aug

23-Aug

25-Aug

SAMPLE

## This is not a full Mark Scheme

### Centre Contextualisation of Questions

It is envisaged that teaching and learning approaches will underpin the knowledge needed for the assessments. So that learners are not disadvantaged by their lack of knowledge about searching for specific information, the centre may alter the context of the ICT assessment but care should be taken to ensure that all the standards are covered. For example, the context of the assessment could be changed to finding out about a local hospital, planning a day out, designing health and safety information or buying and selling goods.

If contextualising the assessment, care should be taken to ensure that the assessment follows the exemplar paper. A copy of the assessment should be available at the External Verification visit.

Centres may devise their own assessments based on the standards, but in this case the assessment must be submitted to Open Awards for standardisation at least 15 working days before planned use with learners. All new assessments, whether contextualised or centre devised assessment must use the Open Awards produced mark scheme.

**Learners are expected to be able to complete the assessment within 2 hours in order to achieve the Open Awards Entry Level Award in Functional Skills ICT.**

### Conducting and Marking the Assessments

Please note that assessments for ICT cover all the standards (the learner can...) and a selection of the coverage/range (the learner will...) in line with QCDA guidance. The sample of coverage and range statements will be a minimum of 60% of statements in any one assessment paper, with all the coverage and range statements covered across the series of live assessments.

At this level, tutors are allowed to read the instructions for the assessment. Learners may make notes to help them if they wish. Please note that any notes should be handed in after the assessment, but they will not be assessed. Specific guidance about the amount of help a learner may receive can be found in the next section.

#### Special Note:

- Assessors must complete a record sheet for each learner to give evidence of how the criteria have been met
- Assessments can take place in the classroom and are available on demand
- Learners should not be disadvantaged by the environment

## The Assessment

- The ICT assessment must be completed within two hours
- The assessments themselves may be split into individual questions if this will support learner achievement. However, the total duration of each component assessment must not exceed the total permitted duration of the assessment
- All assessments must be marked against the Open Awards devised mark scheme
- Where the criteria has not been met, zero marks should be allocated

## Quality Assurance

- If the learner does not pass part of the assessment, a different assessment may be retaken after two weeks, but some teaching and learning must take place in this period of time to ensure that the learner has the opportunity to improve their skills
- Centres must retain records of failed assessments as well as those which are passes
- Assessors must sign and date the completed Assessment Mark Sheet
- When the assessments have been marked a minimum 10% sample of assessed work should be moderated by the internal verifier or Approved Lead Assessor
- Following internal verification, the centre should request an External verification visit to approve the recommendation that the achievements be certificated

## Instructions for Assessment

### Preparation

- The tutor may want to set up the assessment area with identifiable health and safety problems e.g. monitor not straight, chair too high or low, to enable learner to show achievement of the standards
- Learners will need access to a message, this can either be via their own email address or one provided by the centre. Alternatively the messages may be transmitted via mobile phone or MSN messenger. This should be agreed with the learner in advance of the assessment
- They will also need to access a computer that is connected to a printer. Learners must be able to search for relevant information from another ICT-based source. This could be from a CD-ROM, a database of information or a prepared folder of stored information. **Internet access is not required for this assessment**
- The tutor should set up a log on account for the learner so that they can access the computer
- The tutor should send the following email message to the learner:

*“The Tickets file needs some words added*

- *The word **Collected** is needed after the word **Date** to make **Date Collected***
- *There needs to be a title of **Ticket Sellers** above the picture*

*Thank you”*

- As part of the assessment, learners should have access to the following document:

#### **Tickets**

- This may be stored on the computer or on a memory stick. The learner should search for and locate the file but the tutor should open the document for the learner
- The pass mark is set at 75% of the total marks for the paper

# Sample

## During the assessment

- Ask the learner to check that they are sitting comfortably and safely ready for the assessment
- The tutor should turn on the computer and explain that the learner now has to log on to the computer independently
- The learner must log on independently using the user name and password provided
- The tutor should direct the learner to the email message and tell them they then must follow the instructions to complete the question
- The learner should open the message independently
- The tutor may help with reading the message if required
- The tutor may explain the meaning of any words or phrases that the learner does not understand
- The tutor may read all the instructions on the question sheet
- The learner has to use a search facility to find files. This can be via a memory stick, CD or stored folder of information in the student's area
- The tutor will save the file **Tickets** to a suitable location. The learner will use the computer's search facilities to locate the file
- The tutor may explain the importance of using the search string
- The tutor will print out the completed document as proof of completion
- The learner is not required to shut the computer down

## Ticket Sellers



<b>Ticket Seller</b>	<b>Date Collected</b>
Jimmy Pearson	23-Aug
Shashi Desai	24-Aug
Brygida Grabowski	23-Aug
Shillipa Patel	23-Aug
Peter Gill	25-Aug